

# **Lesson** **preparation book**

Computer & Information  
Technology



**First year of middle school**  
**First semester**

**Prepared and designed by**  
**Mahmoud Yassin Al-Shafei**





# Teacher data

## Teacher Details

### Personal Information:

- Full Name: \_\_\_\_\_ - Date of Birth: \_\_\_\_\_
- Gender: [ ☐ ] Male [ ☐ ] Female - Address: \_\_\_\_\_
- Email Address: \_\_\_\_\_ - Phone Number: \_\_\_\_\_

### Educational Background:

- Highest Degree Earned: \_\_\_\_\_ - College: \_\_\_\_\_ University: \_\_\_\_\_
- Major Field of Study: \_\_\_\_\_ - Year of Graduation: \_\_\_\_\_

### Work Experience:

- Years of Teaching Experience: \_\_\_\_\_ - Current School/Institution: \_\_\_\_\_
- Position: \_\_\_\_\_

## Class schedule

	First per		Second per		Third per		Fourth per	
	۱	۲	۳	۴	۵	۶	۷	۸
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								

Total number of classes:  
Teacher's signature

School principal's approval





## Vision and Mission

### Vision and Mission of ICT Teachers

**Vision:** “We envision a future where every student is empowered to succeed in the digital age. Our distinctive vision is to harness the power of Information and Communications Technology (ICT) to provide a transformative, high-quality education environment and nurture the leaders and innovators of tomorrow.”

**Mission:** “Our mission at is to revolutionize education by seamlessly integrating ICT into every aspect of learning. We are committed to:

1. **Promoting digital literacy:** We aim to equip our students with essential digital skills, ensuring their proficiency in using ICT tools and resources, thus preparing them for the evolving demands of the modern world.
2. **Providing quality education:** We are committed to providing a holistic education that not only focuses on academic excellence, but also nurtures creativity, critical thinking and problem-solving abilities, with ICT acting as an enabler in the learning process.
3. **Individualized learning:** We recognize that every student is unique. Our approach is to personalize education through adaptive technology, allowing students to progress at their own pace and in their own style, ensuring that no one is left behind.
4. **Global citizenship:** We aspire to develop responsible global citizens. By leveraging ICT, we facilitate global communication and cultural understanding, empowering our students to become ambassadors of tolerance and unity in an interconnected world.

Teacher

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## General objectives

### General objectives of teaching the ICT curriculum for the first year of middle school

1. Understand the principles of green technology and its impact on sustainability and the environment.
2. Explore the concept of digital transformation and its importance in modern industries, focusing on how it drives efficiency and innovation.
3. Gain basic knowledge of operating systems, including their functions, types, and roles in managing hardware and software resources.
4. Learn how to install and remove software and digital accessories, ensure proper management of digital tools, and troubleshoot common problems.
5. Develop skills in using email as a professional communication tool, covering basic features such as organization, attachments, and security.
6. Understand cloud computing concepts and learn how to store, access, and manage data effectively using cloud platforms.
7. Master the use of Google Meet for virtual meetings and project management, with a focus on communication, collaboration, and productivity tools.
8. Learn the basics of database design, including key concepts such as data modeling, normalization, and creating effective databases.
9. Work with models and queries to collect and analyze data, and enhance skills in interacting with the database and creating reports.
10. Review the entire curriculum and apply the skills learned in a project-based environment, ensuring comprehensive understanding and readiness for practical application. These objectives ensure that learners gain theoretical knowledge and practical skills, preparing them for real-world applications of technology.





## Specific objectives

### Specific objectives for teaching the ICT curriculum

#### First year of middle school – first semester

**By the end of the course, the student is expected to be able to:**

- Explain the concept of green technology.
- Conclude the idea of how sensors work and their role in our lives.
- Suggest the largest number of ideas for using green technology in our lives.
- Discuss the various digital services provided by the Egyptian state.
- Explain the tools of digital transformation.
- Use one of the digital services to meet his needs.
- List the types of operating systems (computers – mobile phones)
- Differentiate between operating system interfaces.
- Use one of the operating systems on a device (school – home)
- Practice the steps to install and remove a program on the device.
- Connect the peripheral devices (printer ..) to his computer.
- Explain the steps to download files (compressed or via the Internet) to the device.
- Explain the elements of e-mail.
- Practice the steps to create an e-mail.

- Discuss the services provided by e-mail in dealing with websites.
- Explain the importance of cloud computing in accomplishing tasks.
- Conclude the areas of use of cloud computing.
- Practice uploading files to cloud computing and sharing them with colleagues.
- Hold a meeting with colleagues via Google Meet.
- Follow the correct procedures for digital communication with colleagues.
- Share files with colleagues via Google Meet.
- Explain the concept of big data.
- Determine the difference between creating a table using different Office programs.
- Create a simple spreadsheet on Access.
- Explain the steps for implementing a form in databases.
- Perform a query in the databases that he has implemented.
- Use operations (add/hide a field from the query result)
- Design one of the projects he is looking forward to.



## Strategy

Foresight

I know, I would like to know, I learned

## Teaching aids

Presentation - Data Show - Interactive Whiteboard

### Lesson one

### Green

### Technology



## Procedural objectives

At the end of the lesson, the student is expected to be able to:

- Explain the concept of green technology.
- Conclude the idea of how sensors work and their role.
- Suggest the largest number of ideas for using green technology.

### Preparation"

What is the concept of green technology, and how does green technology contribute to maintaining a clean environment?

## Lesson view

### 1. Definition of Green Technology:

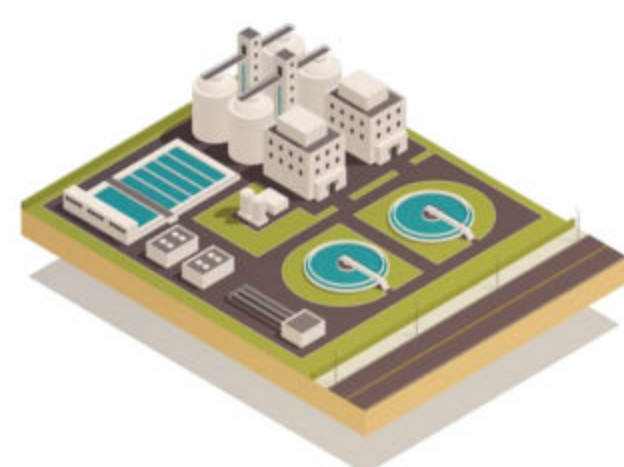
- Also known as sustainable or clean technology.
- It aims to use technological tools that preserve the environment, reduce harm and conserve resources.

### 2. Electric Cars in Egypt:

- Egypt encourages electric cars to reduce harmful emissions and fuel consumption.
- Electric cars run on batteries and require external charging.

### Areas of use

#### Water treatment



#### Waste management



#### Energy efficiency



#### Renewable energy



### 3. Benefits of Green Technology

#### - Environmental protection:

- Reduces carbon dioxide emissions and mitigates global warming.
- Electric vehicles help reduce pollution.

#### - Conserve resources:

- Sensors control the efficient use of water and electricity.
- Solar energy powers homes and businesses using photovoltaic panels.

#### 4. Uses of sensors:

- Adjusting temperatures and controlling lights.
- Detecting smoke from fires for safety.

## Evaluation - Self-review

Can you give an example of green technology in action (e.g. renewable energy, waste management, etc.)?

Assessment: Solve the book questions on page (9)



## Strategy

- Dialogue and discussion
- mind maps

## Teaching aids

- Data Show - Interactive Whiteboard
- Presentation

### Lesson 2 Digital transformation and its importance in our daily lives



### Procedural objectives

At the end of the lesson, the student will be able to:

- Discuss the various digital services provided by the Egyptian state.
- Explain the tools of digital transformation.
- Use the Digital Egypt platform to meet his needs.

#### Preparation"

What is meant by digital transformation? And what digital services does the Egyptian state provide to help you accomplish your daily tasks?

### lesson view

#### 1. Definition of digital transformation:

- Integrating digital technology into all aspects of work.
- Aims to improve efficiency, reduce costs and innovate products/services.

#### 2. Digital transformation in Egypt:

- A national project to connect government agencies and provide services through the Internet and mobile applications.
- Aims to make services faster and easier for citizens to access.

#### 3. The relationship between green technology and digital transformation:

- Resource efficiency: reduces the use of natural resources and waste (e.g., efficient technologies).
- Reducing emissions: uses renewable energy and improves energy efficiency.
- Sustainability: enhances environmental protection and quality of life.

#### 4. The importance of digital transformation

#### 5. Digital transformation tools

#### 6. Examples of green technology and digital transformation together



### Let's review

Q: What is the concept of digital transformation, and what are some of the tools used in this transformation? Explain how digital transformation enhances efficiency and creativity in organizations.

**Evaluation:** Solve the book questions on pages (16-17)



## Strategy

Think, Pair, Share - Mind Maps

## Teaching aids

Presentation, Data Show ,  
Interactive Whiteboard

# Lesson 3 Operating Systems



## Procedural Objectives

By the end of the lesson, the student will be able to:

- List the types of operating systems (computer - mobile phones)
- Differentiate between operating system interfaces.
- Use one of the operating systems on a device (school - home)

## "Preparation"

How do digital devices  
work - computers or  
mobile phones?

## Lesson view

**Definition of Operating System:** The operating system acts as a bridge between the user and the hardware and software, managing the hardware, running the software and helping the user perform tasks easily.

**The operating system manages all of the following:** (User interface - Security and protection - Memory - File system - Hardware)

## Operating systems in modern devices:

1. **Personal computers (PCs):** Operating systems such as Microsoft Windows, macOS and Linux run on desktop computers and laptops.
2. **Mobile devices:** Smartphones and tablets use iOS (Apple) and Android (Google) operating systems.
3. **Servers:** Servers use Linux or Microsoft Windows Server operating systems to manage network resources.
4. **Game consoles:** PlayStation, Xbox and Nintendo Switch have dedicated operating systems for games.
5. **Smart TVs:** Android TV, Tizen and WebOS provide smart features and live streaming on TVs.

6. **Wearable devices:** Smart watches and fitness trackers use dedicated operating systems.
7. **Network devices:** Routers and switches use operating systems to manage networks.
8. **Automotive Systems:** Cars use operating systems for entertainment, navigation, and driver assistance.
9. **Embedded Systems:** ATMs and point-of-sale (POS) devices use operating systems to perform secure transactions.
10. **Industrial Control Systems (ICS):** These systems control machines and processes in industries such as energy, transportation.

**Operating System Desktop Interface:** The desktop (opening screen) includes icons that represent program and system settings (such as date, time, sound, and network). The layout and appearance of the desktop varies depending on the operating system and its version.

## Let's review

Mention five modern or smart electronic devices and mention the operating system used in them, explaining the most important function of each operating system.

Evaluation: Solve the book questions, page (25)



## Strategy

- Cooperative Education
- Practical Application

## Teaching aids

- Presentation - Interactive Whiteboard
- Data Show

### Lesson 4 Installing and removing programs & devices (1)



## Procedural objectives

By the end of the lesson, the student is expected to be able to:

- Practice the steps to install and remove a program on the device.
- Connect the peripheral devices (printer) to the computer.
- Explain the steps to download compressed files or online.

### "preparation"

How can you add, install or remove a program on a computer or mobile phone?

## View lesson

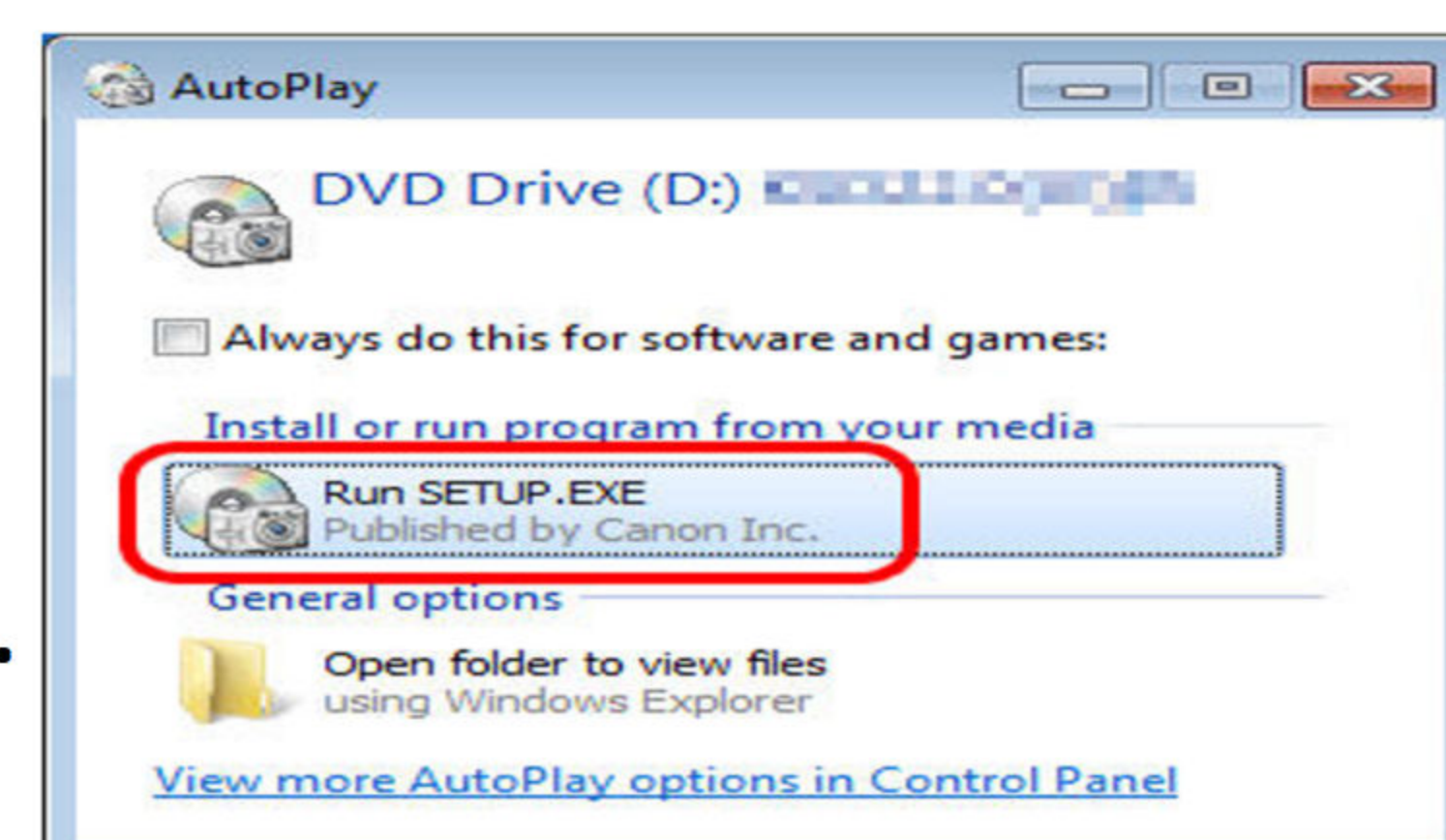
### Stage 1: Installing and uninstalling programs

#### 1. Preparing to install programs:

- Make sure that the necessary programs are available on the device or download them from the Internet or install them from an external storage unit.

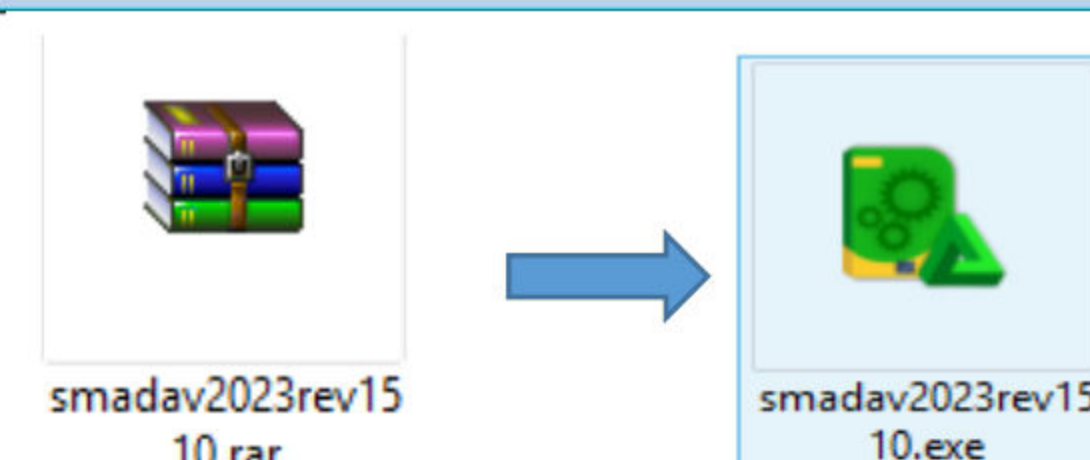
#### 2. Methods of installing programs:

- From a CD or DVD:
  - Insert the disc into the drive.
  - Click on "Run SETUP.EXE" and follow the installation instructions.
- From an online download:
  - Open the downloaded file and double-click to start the installation.



#### 3. Dealing with compressed files:

- Decompress the file.
- Click on "SETUP.EXE" to start the installation and follow the instructions.



#### 4. Uninstall programs:

- Use the uninstall feature built into the program or via the Control Panel.
- Go to Control Panel → "Uninstall a program" and select the program to remove.

## Let's review

"After reviewing the first stage of installing and uninstalling programs, what steps might you have difficulty applying to your device?

solve the book's questions, page (37-38)



## Strategy

- Cooperative Education
- Practical Application

## Teaching aids

- Presentation - Interactive Whiteboard
- Data Show

### Lesson 4 Installing and removing software & devices (2)



## Procedural objectives

By the end of the lesson, the student is expected to be able to:

- Practice the steps to install and remove a program on the device.
- Connect the peripheral devices (printer) to the computer.
- Explain the steps to download compressed files or online.

"preparation "  
How can you add, install  
or remove devices on the  
computer?

## View Lesson

### Stage 2: Installing and configuring devices

#### 1. Preparing new devices:

- Modern operating systems automatically detect new devices and install the appropriate drivers for them.

#### 2. Installing a device with Plug and Play technology:

- When the operating system has a suitable driver:
- The device is detected and the program is installed automatically without user intervention.
- When the operating system does not have a driver:
- The driver search wizard is launched, and you can locate it on a disk or external storage unit.

#### 3. Installing the printer:

- Printers that support Plug and Play:
- Connect the printer via a USB port and the system installs it automatically.
- Printers that do not support Plug and Play:
- Go to Control Panel → "Hardware and Sound" → "Devices and Printers" to install the printer manually.
- If necessary, use "Windows Update" to update the driver.

## Let's review

"After reviewing the second stage about installing and configuring devices, did you face any challenges in connecting a new device or installing drivers?

Solution to the book questions on page (39-40)



## Strategy

- Cooperative Education
- Practical Application

## Teaching aids

- Presentation - Interactive Whiteboard
- Data Show

# Lesson Five Email (1)



## Procedural objectives

By the end of the lesson, the student is expected to be able to:

- Explain the elements of e-mail.
- Practice the steps of creating e-mail.
- Discuss the services provided by e-mail in dealing with websites.

" preparation "  
How can you  
create your own  
e-mail?

## View Lesson

### What is e-mail?

- E-mail is a digital communication system used to send and receive messages over the Internet.
- It is one of the cloud computing tools that allows users to share texts, files, images and other information.
- E-mail is one of the most popular and widely used means of communication in the world.
- It works as an indirect communication tool, and provides speed, ease and diversity.

### Advantages of using email

Speed - Free - Ease of use - Diversity - Reliability - Digital services

### Disadvantages of using email

Hacking - Spam - Fraud - Viruses - Privacy.

### E-mail address components

The e-mail address consists of three main elements:

1. Username: It is the unique name chosen by the user and appears at the beginning of the address.
2. @ (symbol): Separates the username from the domain name.
3. Domain Name: It is the name of the server that hosts the email account and stores your messages.

**Email service providers :** There are many free service providers such as:

- Gmail



- Yahoo Mail



- Hotmail/Outlook



## Let's review

"After learning about the components of email, its advantages and disadvantages, how can email benefit you in your daily life?"

Solve the book's questions, page (52)



## Strategy

- Cooperative Education
- Practical Application

## Teaching aids

- Presentation - Interactive Whiteboard
- Data Show

# Lesson Five Email (2)



## Procedural objectives

By the end of the lesson, the student is expected to be able to:

- Explain the elements of email.
- Practice the steps of creating an email.
- Discuss the services provided by email in dealing with websites.

"preparation"  
How can you  
create your own  
e-mail?

## View lesson

### Overview of the Google account

Google offers a variety of electronic services, and creating an email via Gmail also gives you access to other Google services such as YouTube, Google Drive, Google Docs, and Google Meet. A Google account consists of a username and password. Here are the steps to create an account.

### Steps to create a Google account

1. Open the Google website: Go to (<https://www.google.com.eg/>).
2. Click on "Sign in": You will find the option in the upper right corner.
3. Choose "Create an account": and select "For personal use".
4. Enter the first and last name: Then click "Next".
5. Enter basic information: Enter your date of birth and gender.
6. Choose a username: Select a unique email address for your account.
7. Choose a password: Choose a strong password and enter it twice to confirm.
8. (Optional) Enter an alternate email: This is used to recover the account when needed.
9. Review and confirm: Check the data and read the terms of service, and if you agree, click "I agree".
10. Complete the process: Now your Google account is created and ready to use.

### Using your Gmail account

Once the account is created, you can use your Google account to access Gmail and other services. To **customize the Gmail interface**:

- Change the interface language: Go to the Settings icon, then choose "See all settings", and in the "General" menu, you can change the display language for Gmail. For example, you can change it to Arabic.
- Sign out: To sign out of your Gmail account, click on the profile picture icon and choose "Sign out".

## Let's review

"After following the steps to create a Gmail account, how can you benefit from a Google account to use services such as Google Drive and Google Meet in your academic or personal life?" : Solving the book's questions, page (53)



## Strategy

- Dialogue and discussion
- Practical application

## Teaching aids

Presentation - Interactive  
Whiteboard - Data Show

# Lesson 6 Cloud Computing



## Procedural objectives

At the end of the lesson, the student will be able to:

- Explain the importance of cloud computing in our lives.
- Conclude the areas of use of cloud computing in our lives.
- Practice uploading and sharing files to cloud computing.

### "preparation"

What digital tools and apps  
do you use to create and  
share your files with your  
teacher and colleagues?

## View lesson

**Cloud computing:** is a model for providing digital services over the Internet, including cloud storage, software as a service (SaaS), and resource sharing.

### Key benefits:

- Easy access without the need for advanced devices.
- Available from anywhere with an Internet connection.
- Saving costs on software and hardware.
- The ability to share resources with others.

### Common uses:

1. Communication: Email, social media, and messaging applications.
2. Storage and backup: Cloud storage services such as Google Drive and OneDrive.
3. Project work: Word processing and spreadsheets using cloud-based tools.
4. Education: e-learning platforms and collaboration tools.
5. Entertainment: streaming services and online gaming.
6. Other areas: e-shopping, online banking, healthcare.



### Data processing in the cloud:

Data is collected, processed, stored and managed in cloud data centers that can be accessed over the Internet.

### Requirements:

Device, Internet connection, browser/application, and account with a cloud service provider (e.g., AWS, Microsoft Azure, Google Cloud).

## Let's review

How clear and understandable are the concepts and information provided about cloud computing and its applications in our daily lives? Are there any specific points that need more clarification?

Assessment Solve the book questions Page (61-62-63)



## Strategy

- Cooperative Education
- Practical Application

## Teaching aids

Presentation - Interactive  
Whiteboard - Data Show

### Lesson 7 Google Meet And managing your project

## Procedural objectives

At the end of the lesson, the student will be able to:

- Conduct a meeting with his colleagues via Google Meet.
- Follow the correct procedures for digital communication with his colleagues.
- Share files with his colleagues via the Google Meet application.

### "Preparation"

What digital applications did you study in previous classes to communicate with your colleagues & friends? How did you use them?

## View lesson

**1. "Google Meet" is a video conferencing service developed by Google. It allows users to:**

- Make group video calls.
- Share screens.
- Chat and collaborate in real time.
- Prepare and work on joint projects between participants, such as students.

**2. Ways to access Google Meet:**

- From a computer via [Google Meet website] (<https://meet.google.com>).
- Through the Google Meet application on Android devices.

**3. Create a meeting:**

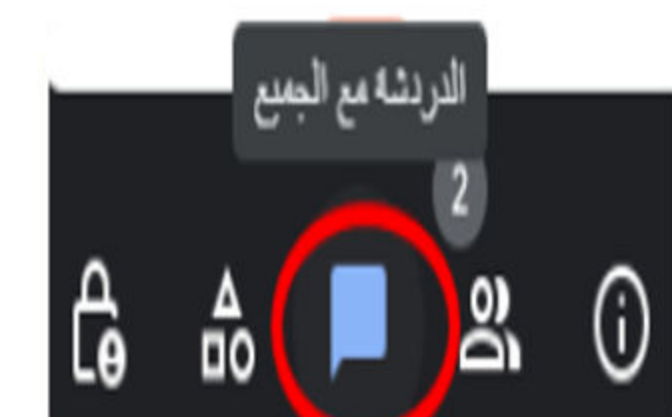
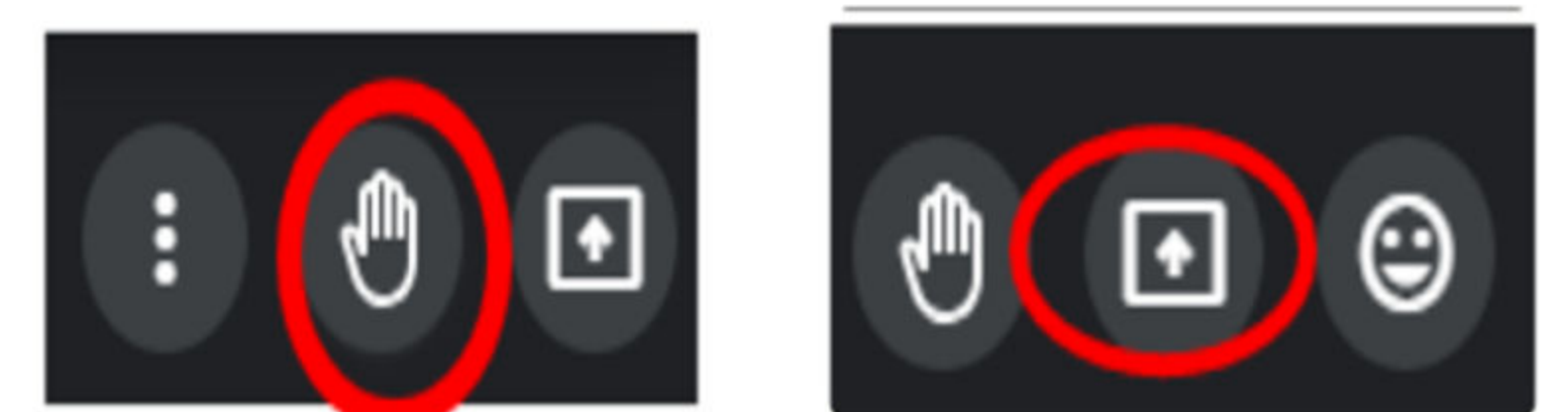
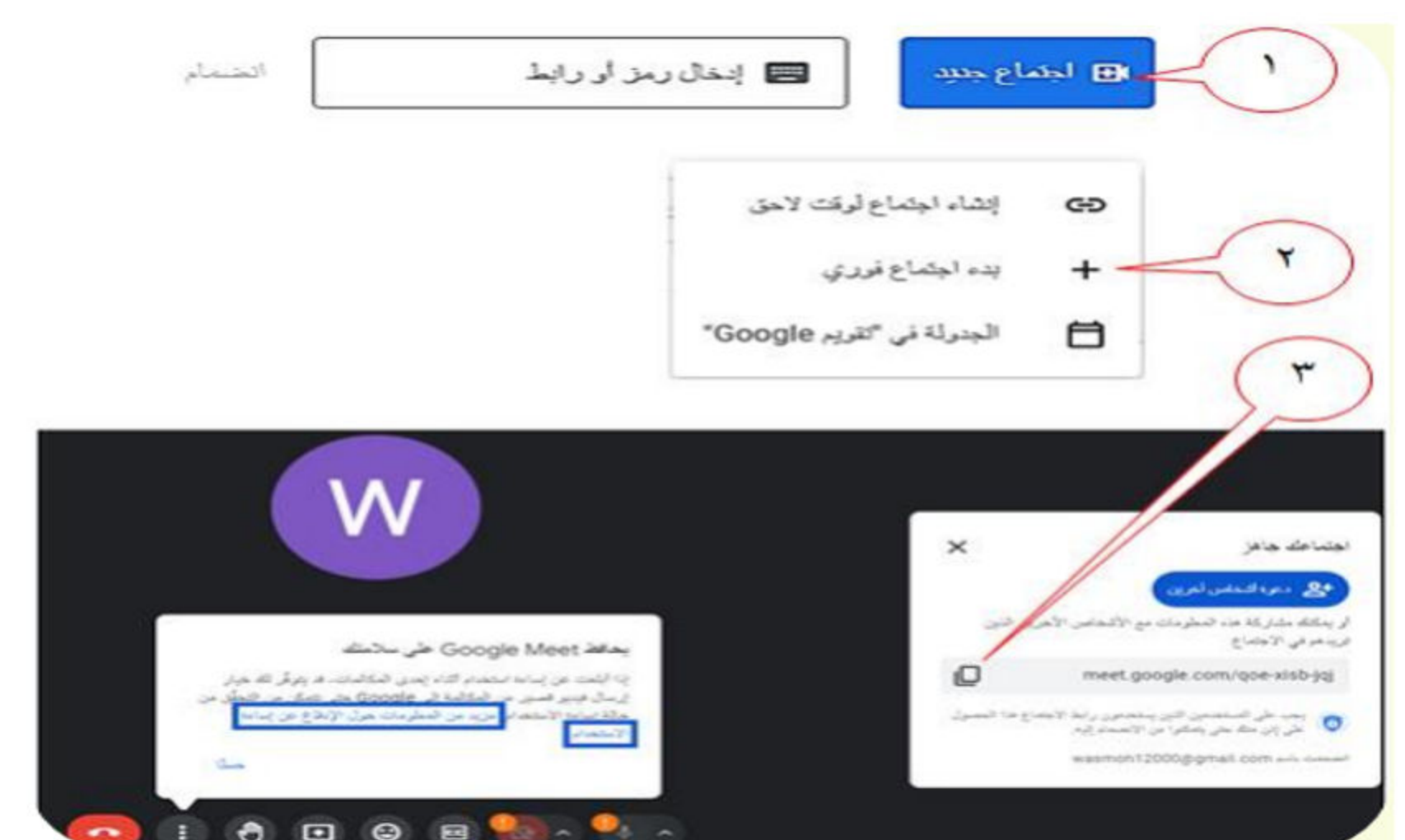
- Instant meeting: Start immediately and share the link with participants.
- Scheduled meeting: Create a link to use later.
- Join a meeting: Click on the shared link and wait for the organizer's approval if necessary.

**4. Meeting rules and features:**

- Mute your microphone when others are speaking.
- Use the "Raise Hand" feature to request to speak.
- Send messages via the chat feature.
- Share your screen or specific windows, and stop sharing when needed.



# Google Meet



## Let's review

What are the steps to follow to create an instant meeting on Google Meet and share the meeting link with participants?

: Solve the book questions, page (71-72)



## Strategy

Think, Pair, Share

## Teaching aids

Presentation - Interactive  
Whiteboard - Data Show

# Lesson 8 Database Design (1)



## Procedural objectives

At the end of the lesson, the student will be able to:

- Explain the concept of big data.
- Identify the difference between creating a table using different Office programs.
- Create a simple spreadsheet on Access.

## "preparation"

How can you create a database for your class?  
And what applications will you use for that?

## View lesson

### What is a database?

A database is a collection of organized and interconnected data, such as a library where books are stored, but in this case the data and information are stored digitally. Databases allow information to be stored and retrieved easily and efficiently using specialized programs and applications.

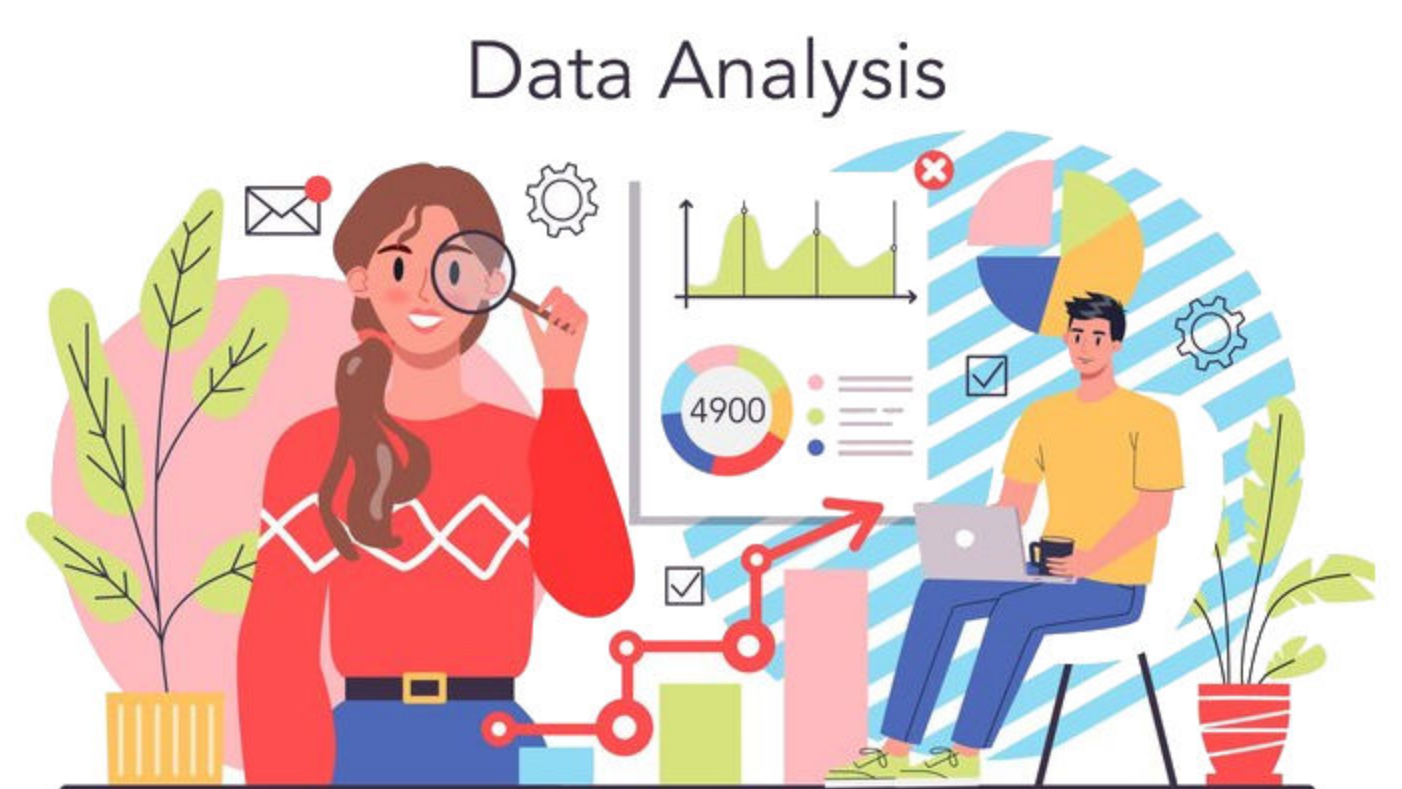
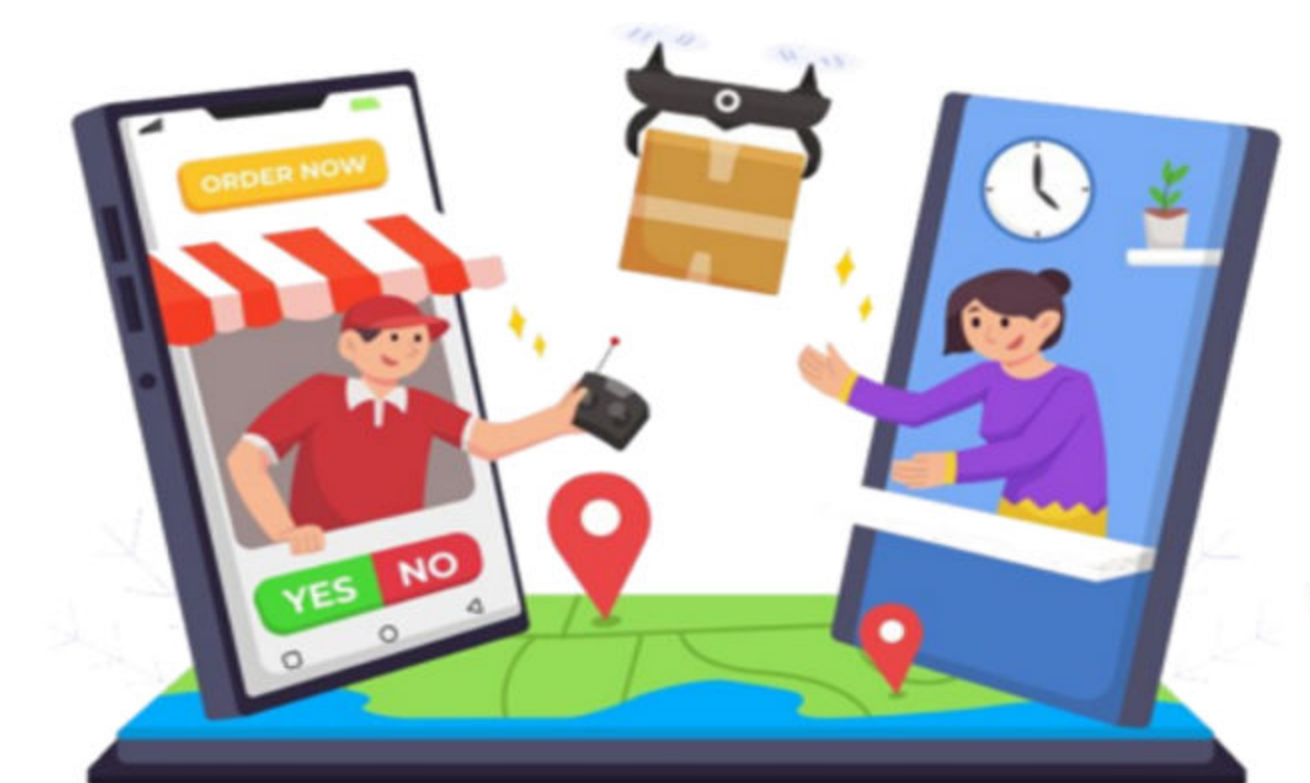
### The importance of databases in daily life:

- Databases play a crucial role in various fields, including:
- Schools: Store student data such as names, dates of birth, and addresses.
- Hospitals: Maintain medical records such as patient names, addresses, doctors' names, and dates of last visit.
- Stores: Manage inventory by tracking product names, manufacturers, manufacturing dates, and prices.

**Advantages of using databases:** (organization - efficiency - accuracy - security - sharing)

### Common uses of databases:

- Websites: storing user and product information.
- Data analysis: analyzing big data to extract valuable insights.
- Scientific research: storing and analyzing experimental data.
- Business applications: managing customer relationships and enterprise operations through systems such as customer relationship management and enterprise resource planning.



## Let's review

"After explaining the concept of databases and their importance in our daily lives, how do you see the impact of using databases in different fields such as schools, hospitals and stores?"

Evaluation: Solving book questions page (82)



## Strategy

- Cooperative education
- Practical application

## Teaching aids

Presentation - Interactive Whiteboard - Data Show

# Lesson 8 Database Design (2)



## Procedural objectives

At the end of the lesson, the student will be able to:

- Explain the concept of big data.
- Identify the difference between creating a table using different Office programs.
- Create a simple spreadsheet on Access.

### "preparation"

How can you create a database for your class? And what applications will you use for that?

## View lesson

### Big Data:

Big data refers to large and complex sets of organized, unorganized and semi-organized data that are growing increasingly and rapidly. These sets of data are so large and complex in terms of size, growth rate, and diversity that traditional data management systems cannot store, process, or analyze them effectively.

### Data Table:

A data table is an essential element in building databases, and consists of rows and columns, where each row represents a single record of data, and each column represents a specific field of data.

Creating spreadsheets:

Graphic tables can be created using many programs: (access – excel – word)

Microsoft Access is a powerful application for creating and managing complex databases. It is used when you need to:

- Deal with a large amount of complex data. - Create relationships between data fields.
- Design custom applications to manage data. - Enhance data security.

### Steps to create a database in Microsoft Access:

1. Open the Microsoft Access application.
2. Choose "New Database" (Blank Desktop Database).
3. Name the database (example: "Student Results") and then click "Create".

### Steps to create a table in Access:

1. Choose "CREATE" then "Table Design".
2. Design the table by specifying the field names and their data types (such as student number, name, grade in Arabic, grade in English, etc.).
3. Save the table with a name (such as "Student Grades").
4. Enter the data and display it using "Datasheet View".

**Primary Key:** A primary key is a field in a database table that is used to uniquely identify each record in the table. For example, in the "Student Grades" table, the ID field is the primary key, ensuring that each student has a unique number that does not repeat.

## Let's review

"After explaining the concepts of big data, spreadsheets, and the use of MS Access in data management, how do you see the importance of using advanced tools such as Access in dealing with large and complex amounts of data? Evaluation: Solving the book's questions, page (82)



## Strategy

- Cooperative education
- Practical application

## Teaching aids

Presentation - Interactive  
Whiteboard - Data Show

# Lesson 9 Forms and Queries (1)

## Procedural objectives

At the end of the lesson, the student will be able to:

- Explain the steps of implementing a FORM in databases.
- Run a QUERY in the databases that it has implemented.
- Use operations (add / hide field) from the query result.

### "preparation"

How can you create a database for your class.  
And what applications will you use for that?

## View lesson

### Definition of the form:

The form is a graphical interface designed to interact with data stored in the database. It displays a screen containing specific information from the database, allowing the user to enter, modify or delete this information in an organized and easy way.

### Steps to create a form:

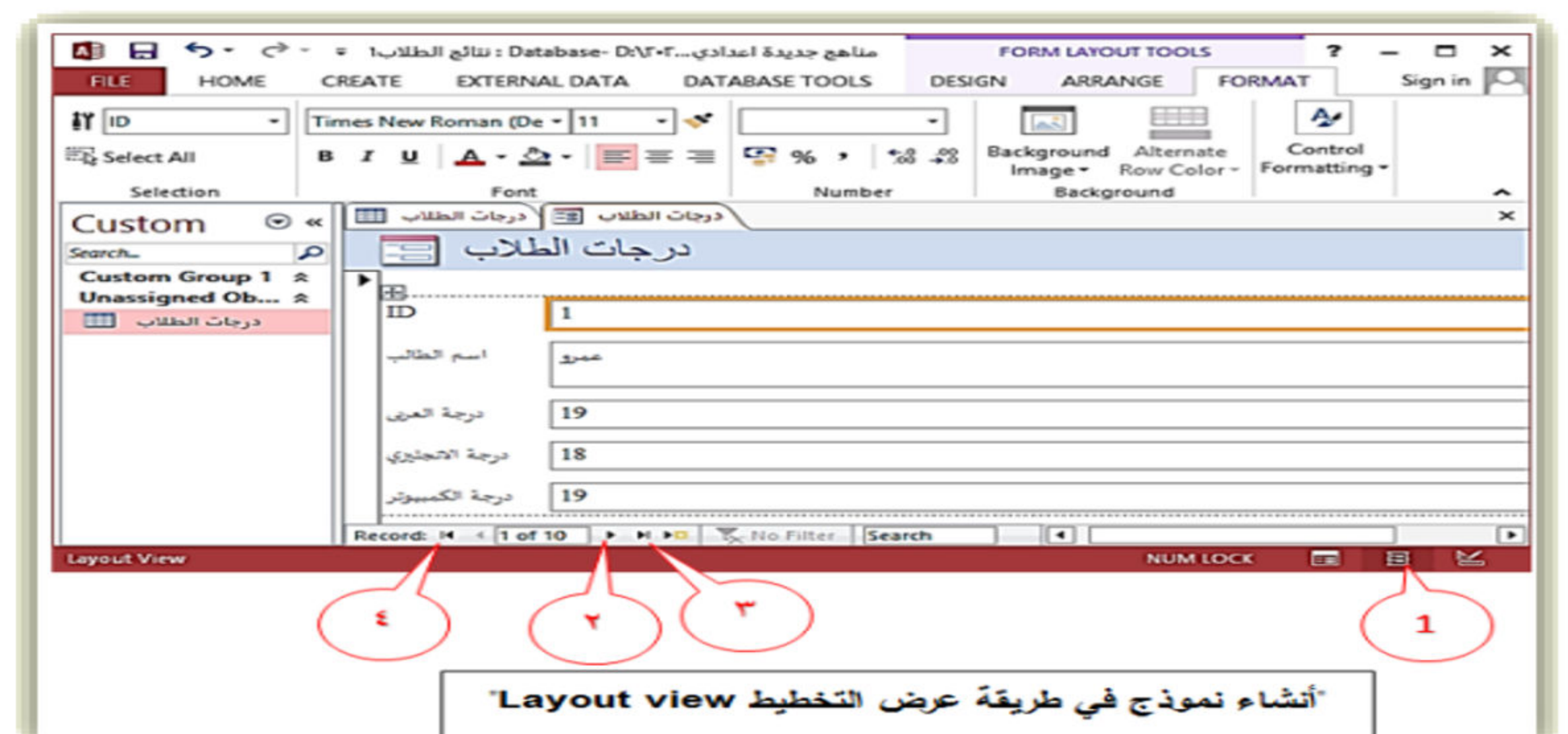
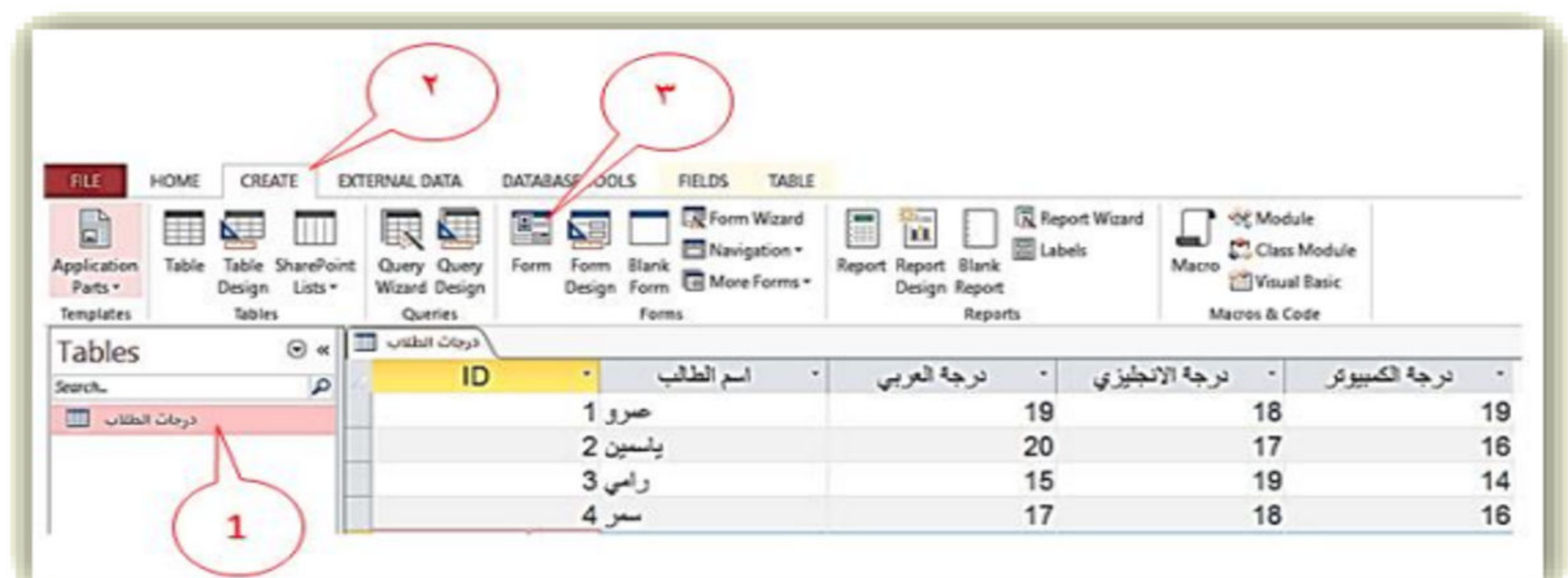
1. To create a new form, choose the name "Enter Student Grades" using the Form Wizard.
2. Example: To create a form from the current table "Student Grades", follow these steps:
  - Click on the name of the table "Student Grades" in the navigation pane on the left of the screen, and the data will appear in the right pane.
  - Choose the "Create" tab.
  - Click on "Form".

### Notes about the form:

- The form is used to enter and modify data in the "Student Grades" table.
- All entered data appears in the "Student Grades" table.
- Data can be entered through the table or form.

### Methods of creating the form:

There are several ways to create a form in an Access desktop database, including the Form Wizard and the manual method using the schematic view.



## Let's review

"How can you use the form to facilitate entering and modifying data in the database? What are the basic steps to create a new form in Access?"

Evaluator Solve book questions page (94)



## Strategy

- Cooperative education
- Practical application

## Teaching aids

Presentation - Interactive  
Whiteboard - Data Show

### Lesson Nine Forms and Queries (2)



## Procedural objectives

At the end of the lesson, the student will be able to:

- Explain the steps for implementing a FORM in databases.
- Run a QUERY in the databases that it has implemented.
- Use operations (add / hide a field) from the query result.

### "preparation"

How can you create a database for your class. And what applications will you use for that?

## View lesson

### Definition of a query:

Queries are tools used to obtain data from a database according to specific conditions or criteria. Queries allow you to extract information based on the data stored in the database.

### Examples of queries:

- Create a query to display data for a specific student's record.
- Create a query to display a list of students who have scored more than 18 points in the English language subject.

### Steps to create a query using the "Query Design" method:

1. Select the "Create" tab.
2. Click on "Query Design".
3. Select the "Student Grades" table as the data source and click "Add", then "Close".
4. The query design window appears divided into two parts: the upper part contains the data table, and the lower part contains the query design grid.

### Add fields to the design grid:

- Drag and drop fields from the table to the design grid. Access will automatically fill the table row in the design grid with the name of the table used.

### Execute the query:

- From the "Design" tab, click the "Run" icon. The result will appear in the form of a table containing all the required data.

### Hide fields from the query result:

- From the "Design View", remove the check mark from the "Show" row to hide the fields that are not required.

### Add Criteria to the query:

- To display a specific student record such as "Yasin", type the criteria in the "Criteria" row in the "Student Name" column, then execute the query. Records that meet the specified criteria will appear.

## Let's review

"How can queries be used in Access to extract specific data from a database? What are the steps to create a query using the Query Design method?"

Evaluation Solve the book's questions, page (94)



## Strategy

Project-based learning

## Teaching aids

Presentation - Interactive  
Whiteboard - Data Show

# Lesson 10 Your Digital Project (1)



## Procedural objectives

At the end of the lesson, the student will be able to:

- Explain the stages of designing his research project.
- Design one of the projects he is looking forward to.
- Express his research ideas in various ways.

### "Preparation"

How can you design your digital project. And what digital applications do you use to express your idea?

## View lesson

### The first stage: Starting the project and planning

#### 1. Starting the project:

- Proposing project ideas: Students propose ideas for projects while clarifying the objectives of each project.
- Example of a project: "The Great Nile River and the Rivers of the World."
- Objectives:
  - Study natural phenomena such as floods and droughts and their impact on climate.
  - Understand the historical and cultural importance of rivers in civilizations.
  - Gain knowledge about sustainable water resource management and their role in economic and social development.

#### 2. Project planning:

- Activity 1:
  - Students are asked to think about the data and information required for the project. For example:
  - Search for data on the five most famous rivers in the world.
  - Design a table containing information such as the name of the river, its length, the source country, the downstream country, and the number of countries it passes through.
  - Collect images and videos related to rivers.
- Time management: Determine the time period required to complete the project.
- Communication tools: Identify means of exchanging data and ideas (such as direct and indirect communication tools).
- Reliable sources: Use reliable sites such as the Egyptian Knowledge Bank.

## Let's review

What basic data do you need to collect to start the study project "The Great Nile River and the Rivers of the World", and how can you ensure that the information you have collected is accurate and reliable?



## Strategy

Project-based learning

## Teaching aids

Presentation - Interactive  
Whiteboard - Data Show

# Lesson 10 Your Digital Project (2)



## Procedural objectives

At the end of the lesson, the student will be able to:

- Explain the stages of designing his research project.
- Design one of the projects he is looking forward to.
- Express his research ideas in various ways.

### "Preparation"

How can you design your digital project. And what digital applications do you use to express your idea?

## View lesson

### The second stage: Project implementation and evaluation

#### 1. Project implementation:

- Forming work groups:
- Organizing students into groups and distributing tasks to each team member.
- Starting the project implementation according to the plans set.

#### 2. Project evaluation and performance evaluation:

- \* Monitoring and problem management:
  - Continuous follow-up by teachers to ensure progress.
  - Identifying and solving any problems facing the team during the implementation of the project.
- \* Presentation and feedback:
  - Presenting the project to the class, allowing for feedback and making improvements.
  - Choosing the best project based on student votes.

#### 3. Digital tools and applications for implementing the project:

- Google applications:
  - Google Docs: Use to create, format, save and share text documents.
  - Google Sheets: Create spreadsheets to organize data (such as rivers and their details).
  - Google Slides: Prepare slides to display project data, including images and charts.

Example of an activity using Google Docs:

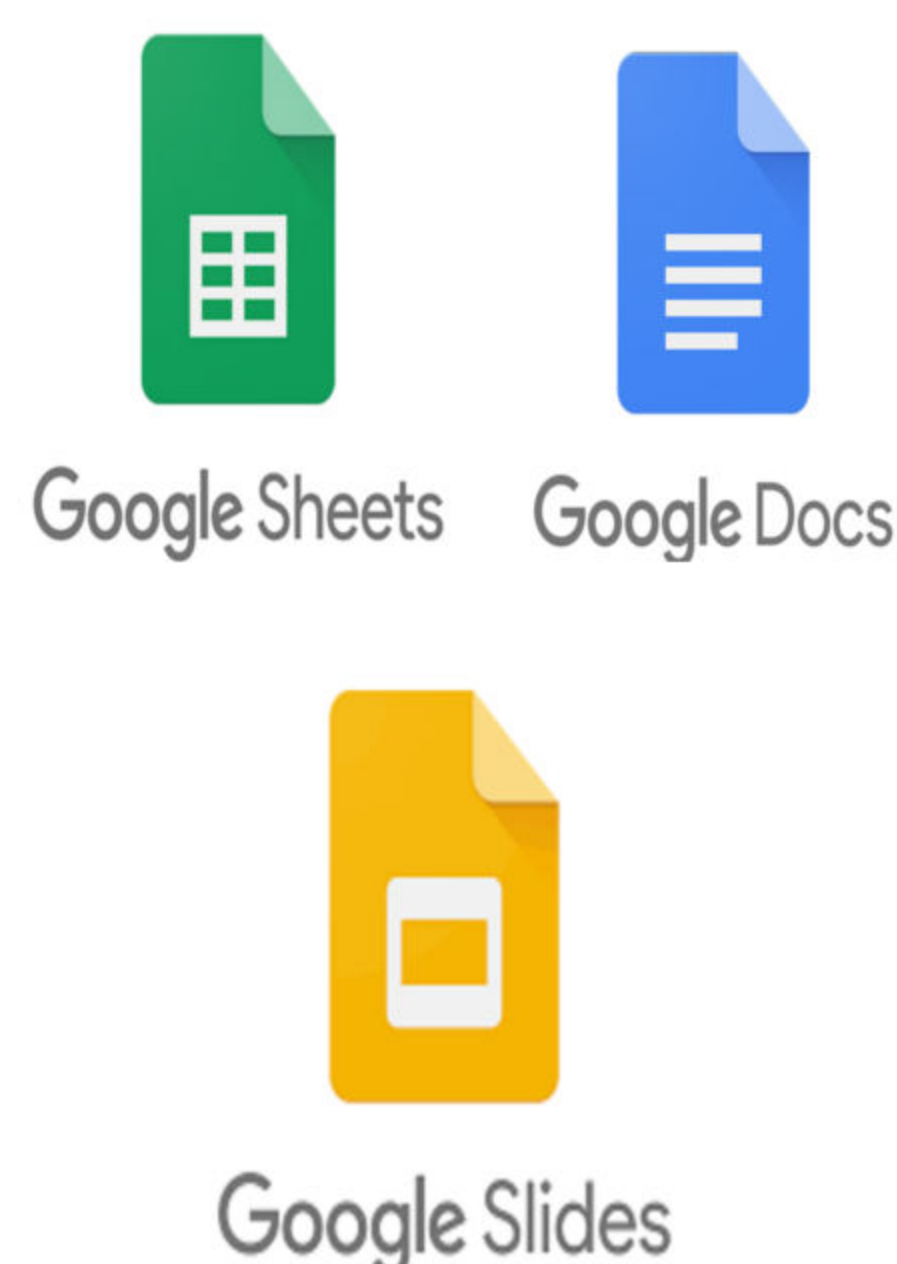
- Research the importance of studying global rivers and write two paragraphs.
- Format and save the document under the title "Rivers of the World".

#### Example of an activity using Google Sheets:

- Create a table in Sheets to record key information about the major rivers in the world.

#### Example of an activity using Google Slides:

- Prepare slides to present the data collected, including images and information about the most important rivers in the world.



## Let's review

How did digital tools, such as Google Docs, Google Sheets, and Google Slides, facilitate the project implementation process?